

Montreal Holocaust Memorial Centre
Events and Communications Coordinator: Maternity Leave Replacement

The Montreal Holocaust Memorial Centre, through its Museum, its commemorative programs and educational initiatives, informs and sensitizes people of all ages and backgrounds about the Holocaust, as well as anti-Semitism, racism, hatred and indifference. The Centre seeks to hire a person who will be responsible for the cultural programming and communications of the Centre to replace a maternity leave.

Qualifications:

- Relevant university degree
- Bilingual with excellent oral and written communications skills in both languages
- Organisational skills in planning and event coordination
- Superior computer skills in Microsoft Office (Adobe Creative suite an asset)
- Ability to multi-task, work in a team and under pressure
- Creative, dynamic, independent and resourceful
- Flexible
- Demonstrated interpersonal skills

Responsibilities

Events:

- Create, plan, coordinate and evaluate event programming
- With the support of the Educational Coordinator, be responsible for the planning and coordination of the Holocaust Education Series
- Support the programming and coordination of educational and commemorative events
- Work with partner organizations in the development of programming

Communication:

- Coordination of advertising for the Centre's activities
 - Creation of communication and marketing tools for different audiences (members, teachers, general public)
 - Development of the Centre's presence on the internet, animate and moderate social media (Facebook, Twitter).
- Maintenance of the Centres website
- Responsible for media relations: maintain press contacts, writing and sending of press releases, public relations with journalists, press review
 - Assist the Executive Director in public relations and representation work for the Centre
 - Other tasks as needed

Please send your CV, together with a cover letter before **November 23, 2012** to:

Montreal Holocaust Memorial Centre
1, Carré Cummings
Montréal (Québec) H3W 1M6
Fax: 514-344-2651
info@mhmc.ca

Please note, only those applicants granted an interview will be contacted. We thank you for your interest.